



دبي التجارية
DUBAI TRADE

National Industries Park Company Representative Card Renewal User's Manual

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Table Designs

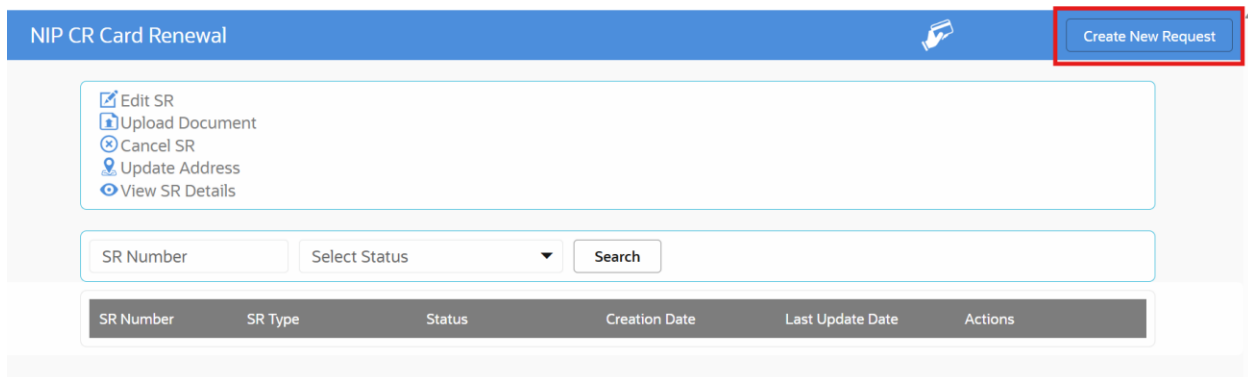
DOCUMENT DETAILS

Document Name	Company Representative Card Renewal
Project Name	
Business Unit	National Industries Park
Author(s)	DT Training Dept.
Last Updated Date	15 th November 2025
Current Version	1.0

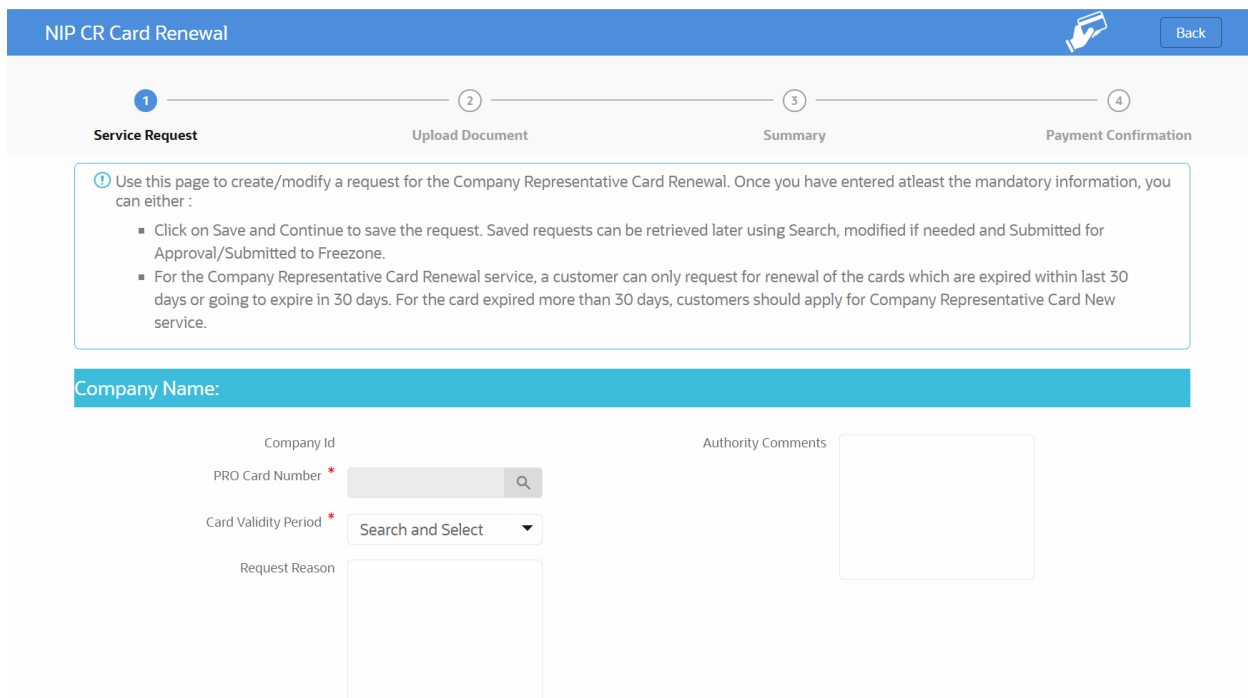
This service is to request for to Renew the Company Representative Card for an employee who is the Company Representative / PRO in NIP. This card only issued to employees having Permanent Access Card (PAC), Permanent Access Card (PIC) and/or Company Employment Card (CEC) from the same company.

Procedure:

1. Click "**Create New Request**" to initiate the process:



2. Enter the information as shown below:



3. Choose the "PRO Card Number".

NIP CR Card Renewal

1

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Service RequestUpload DocumentSummaryPayment Confirmation

Use this page to create/modify a request for the Company Representative Card Renewal. Once you have entered atleast the mandatory information, you can either :

- Click on Save and Continue to save the request. Saved requests can be retrieved later using Search, modified if needed and Submitted for Approval/Submitted to Freezone.
- For the Company Representative Card Renewal service, a customer can only request for renewal of the cards which are expired within last 30 days or going to expire in 30 days. For the card expired more than 30 days, customers should apply for Company Representative Card New service.

Company Name:

Company Id

PRO Card Number *

Card Validity Period *

Request Reason

Search and Select

Search

Card No search

Please use % for wild card searches. Please note that all fields marked with an asterisk (*) are mandatory. Please Click on 'Search' Button to see the Results.

Card Number

Expiry Date

First Name

Last Name

Passport Number

Nationality

Search

4. Choose the preferred "Card Validity Period" as 1, 2 or 3 years.

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Service RequestUpload DocumentSummaryPayment Confirmation

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- For the Company Representative Card Renewal service, a customer can only request for renewal of the cards which are expired within last 30 days or going to expire in 30 days. For the card expired more than 30 days, customers should apply for Company Representative Card New service.

Company Name:

Company Id

PRO Card Number *

Card Validity Period *

Request Reason

Search and Select

1 Year

2 Years

3 Years

Authority Comments

5. Click "Save and Continue" to proceed.

Company Name:

Company Id

PRO Card Number *

Card Validity Period *

Request Reason

Authority Comments

1 Year

☒ I hereby certify that:
1. The information submitted is accurate and complete and will be updated as and when required;
2. I understand that any errors or inaccurate information may result in delays, failed transactions, or liability towards third parties, and I will be responsible for consequences therefrom;
3. I am authorizing National Industries Park and its affiliates to rely on the information submitted by me; and
4. to the extent the submitted information includes personal data which does not belong to me, I have obtained the relevant consents as per prevailing data protection laws.

Save and Continue

6. Upload the required documents by using the "Drag and Drop" option or simply by selecting a file. Click "Continue and Review".



The SR number will be generated at this stage.

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Service RequestUpload DocumentSummaryPayment Confirmation

Back

Company Name:SR Number: 20170802

Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	Drag and Drop Select a file or drop one here.	  
Other documents 1	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 2	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  
Other documents 3	jpg/jpeg/pdf	No	Drag and Drop Select a file or drop one here.	  

Continue and Review

You may review, download or delete a file you have uploaded using the available options on the right.

1

2

3

4

Service Request

Upload Document

Summary

Payment Confirmation

Company Name:
SR Number: 20170802

Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> </div>
Other documents 1	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 2	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 3	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	

Continue and Review

7. Click on "**Continue and Review**" to move on to the next section.

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Service Request

Upload Document

Summary

Payment Confirmation


Company Name:
SR Number: 20170802

Document Name	File Type	Mandatory	Upload File	View / Delete
Photograph	jpg/jpeg	Yes	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 1	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 2	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	
Other documents 3	jpg/jpeg/pdf	No	<div style="border: 1px dashed #ccc; padding: 5px; background-color: #f0f0f0;"> Drag and Drop <small>Select a file or drop one here.</small> </div>	

Continue and Review

8. A summary will be displayed along with the SR number. You can edit the details, view the document or click "**Confirm and Continue**" to proceed.

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Service Request

Upload Document

Summary

Payment Confirmation

 Details of the selected request are given below.

Company Name:


SR Number: 20170802

Document Number


Card Validity Period **1 Year**

Edit

Document Name

Preview/Download 


Photograph



Confirm and Continue

9. The fees will be displayed. Click "**Submit**" to complete the request. A successful submission confirmation will be displayed.

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Service Request

Upload Document

Summary

Payment Confirmation

 Use this page to re-confirm the details entered for a request. Once you have verified the information, you can either:
Click on the Submit button to initiate the request processing.
Click on the back button to go to request Overview page.

Please re-confirm the following details before forwarding to NIP Admin. Clicking on Submit will reserve the payment for the request from your portal balance.

Current Balance Amount
(Deposit minus amount reserved for submitted requests)
2,646,190.94 AED

Total Charge Amount:
210.00 AED

Total VAT Amount:
00.50 AED

Total Charge Amount with VAT:
210.50 AED

SR Number	Employee	Customer	Status
20170802			Saved

Submit

Company Representative Card Renewal

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